

**UNIVERSITY OF THE FRASER VALLEY**  
**FACULTY OF PROFESSIONAL STUDIES**  
**FACULTY COUNCIL MEETING**  
**Friday, March 19, 2010 – 10:00 AM TO NOON**  
**Abbotsford Campus Room A421**

**APPROVED**  
**MINUTES**

**Attendees:** Les Stagg, Colleen Bridges, Sandy Hill, Doris Ball, Sheila Edwards, Don Miskiman, Mark Breedveld, George Melzer, Dani Brisbin, Georgina Marsom, Maple Melder Crozier, Leah Douglas, Ian Hunt, Cindy Rammage, Maureen Kiner, Jane Dean, Kathie Ramsay, Shirley Lister, Raymond Leung, Fiona McQuarrie, Lisa Moy, Jan Lashbrook Green, Christina Neigel, Sundeep Sandhu, Gerry Palmer, Sandra Flynn, Robert Harding, Hannah MacDonald, Cyrus Chaichian, Rosetta Khalideen

**Regrets:** Paula Stubbings, Pam Causton, Rona Miler, Lucki Kang, Larry Howe, Shirley Lister, Karla Dyck, Genevieve Kreye, Cheryl Isaac, Nancy Goad, Andrea Hughes

**1. WELCOME/INTRODUCTIONS**

Thank you to Cyrus Chaichian for chairing the meeting.  
Doris Ball, Staff Representative and Colleen Bridges, TEP Education Advisor, were welcomed. Alison Kalnicki, the new Administrative Assistant for the Professional Studies' Dean's office was introduced.

**2. ADOPTION OF AGENDA**

On a motion duly made and seconded, the agenda was approved as presented (Moved: Ian Hunt; Seconded: Mark Breedveld).

**3. APPROVAL OF MINUTES – February 19, 2010**

On a motion duly made and seconded, the minutes were approved as provided (Moved: Ian Hunt; Seconded: Les Stagg).

**4. CONTINUING BUSINESS**

**4.1. UFV Strategic Plan**

Professional Studies' comments made on the Draft Strategic Plan were forwarded to the Strategic Plan Committee. Some changes were made based on the comments of all the Faculties. A revised version was forwarded to the Senate.

**5. NEW BUSINESS/DISCUSSION ITEMS**

**5.1. Guidelines for Writing Policy**

Draft guidelines from Bill Cooke were included in the meeting package. The document was read and the ensuing discussion included:

- Some UFV policies are out-of-date so draft guidelines have been drawn up.
- Clarification was received that guidelines are intended for UFV policies at the Senate and BOG level, not Departmental policies. However, the guidelines may be used for Departmental policies.
- "Primary contact" would preferably be an office as the person in that capacity changes.
- "Procedure" could include where and how documents are circulated and stored.
- A suggested addition is a statement requesting clear and concise language that avoids acronyms and jargon.
- Positive feedback was received on the structure of the draft guidelines, especially that it is divided into "must have" and "should have (if needed)" sections.

Professional Studies' comments will be summarized and sent to Bill Cooke.

## 5.2. Business Continuity Plan

Continuity Plans in case of emergencies are in place for UFV Facilities, Finance and Administration but not for the academic units.

A discussion ensued about what could be included in a Business Continuity Plan:

- A large structure may have communication difficulties in an emergency so use smaller units such as departments instead. However, clear plans need to be in place to ensure everyone is on same page.
- An overall plan needs to work with the distinct needs of all the different departments and programs i.e. Will on-site practicum students receive the educational support needed if UFV is shut down?
- It is important to have a mindset of preparedness and to make back up plans for possible situations such as earthquake, flood, on-campus shooting and power outage. Plans need to include transportation, insurance, course rescheduling, supervision, student attendance and overall safety.
- Different levels of severity can be assessed and included in the plans.
- Risk management planning could include the manager of Occupational Health and Safety and other experts. Also other similar institutions' continuity plans can be used as a model.

## 5.3. Reflections on Faculty Council

Feedback was received on the effectiveness of Professional Studies Faculty Council. Comments included that:

- Faculty Council provides:
  - Relationship building & camaraderie
  - Sense of belongingness
  - An invaluable level of governance for faculty to input into where UFV is going
  - A sharing of others' perspectives
  - Good decision making and sub-committee work
- Faculty Council works best when:
  - The agenda is in tune with the Senate's agenda
  - Prior notice is sent out before the agenda is finalized
  - There is a 3<sup>rd</sup> party chair
  - Student representatives are able to bring items forward
- In the future, Faculty Council could:
  - Use name labels
  - Use A421 as a location
  - Encourage more faculty to attend i.e. pizza, a Monday-Thursday date
  - Encourage more communication between Student Representatives and the student body

## 6. REPORTS

### 6.1. Reports from Established Committees

#### 6.1.1. Nominations and Election Committee – Lisa Moy

Terms of Reference and a Report were distributed.

Thank you to Ron Zitron for volunteering to join the Information Technology (IT) Committee. On a motion duly made and seconded, Ron Zitron's appointment as the Faculty's representative to the IT Committee was approved (Moved: Mark Breedveld; Seconded: Robert Harding).

#### 6.1.1.1. Ratification of Terms of Reference

On a motion duly made and seconded, the draft Terms of Reference were approved as distributed (Moved: Gerry Palmer; Seconded: Don Miskiman).

## **6.1.2. Field Education and Practicum Placement – Christine Neigel**

### **6.1.2.1 Ratification of Terms of Reference**

After discussion it was decided that the Committee will add a “Field Education & Practicum Placements” definition to the Terms of Reference. The definition will clarify that field school and internships are included but co-op is not.

## **6.1.3. Retention Committee – Cindy Rammage**

Minutes and Report were distributed.

Characteristics of a 1<sup>st</sup> year student’s experience is a larger determining factor of ongoing success than the characteristics of the person so focus of retention committee will be on 1<sup>st</sup> year students.

The committee is waiting for results from an Institutional Research survey and a National Survey of Student Engagement (NSSE).

The committee will look into what kind of information relating to Aboriginal students is available and how to reach UFV students who are undecided about what program to follow. Rosetta clarified that other faculties are experiencing difficulties in advising due to their central advising centres as opposed to Professional Studies advisors who are program centred.

## **6.1.4. Learning Exchange Committee – Georgina Marsom**

The Committee meets at 9am prior to the Faculty Council meetings.

Learning Exchange Speakers are encouraged to identify themselves with their name and some background information. Talks are for two minutes only.

## **6.1.5. Ad Hoc Committees**

### **6.1.5.1. Faculty Newsletter Committee – Fiona McQuarrie**

The first newsletter was well received and is being recognized as an excellent tool for internal and external communication. A pdf version will be available soon.

Deadlines for the next issue:

- April 19<sup>th</sup> for submissions for the next Faculty Newsletter. Everyone is invited to contribute items.
- March 30<sup>th</sup> for Name the Title Contest entries.

## **6.2. Reports from Other Faculty Councils**

### **6.2.1 Faculty of Access and Continuing Studies – Jan Lashbrook-Green**

Nothing to report.

### **6.2.1. Faculty of Science – Maple Melder Croizier**

UFV is facing attrition. Ideas to encourage retention are student socials with talks, beer gardens, movie nights and having a tutor program where 3<sup>rd</sup> and 4<sup>th</sup> year students assist 1<sup>st</sup> year Science students.

The Faculty of Science is looking into a time limit on finishing a degree.

High school graduation requirements have changed this year and will change again next year. It is affecting program prerequisites and requirements.

## **6.3. Report from Senate – Gerry Palmer**

### **6.3.1. Senate Standing Committees**

Senate Standing Committees have been finalized by Dr. Evered and will be functioning in September 2010. The Governance Committee will be looking into a nominating process for the membership of these Senate committees. Faculty representation is at least 50% of the committee. The Standing Committees will discuss items and bring forward recommendations to the Senate. The Senate Standing Committees’ Terms of Reference and composition are on the Senate’s webpage:

<http://www.ufv.ca/Assets/University+College+Council/Proposals+at+Senate/Standing+Committee+March+2010.pdf>

### **6.3.2 Strategic Plan**

Senate recommended approval of the Strategic Plan to Board of Governors (BOG) as received from the Strategic Plan Committee. The BOG's next meeting is scheduled for April 8, 2010. The revised draft, dated March 12, 2010, is attached.

### **6.3.3 Budget**

Senate concentrated on the budget a fair amount at the last meeting. Overall, the budget is limited. There will probably be no allocations for new faculty positions not already approved; increase in FTE's will need to be through retention, not new classes. A small increase to tuition has been approved.

## **6.4. Dean's Report**

Was distributed.

The academic structure of UFV is being reviewed in terms of the effectiveness of the Faculties. UFV has the least number of faculties per capita of all similar Canadian universities. At the same time, there is no money for additional Deans.

Rosetta thanked those from the Professional Studies Faculty who are retiring between now and August, 2010 and wished them well on their new journey:

- Sandi McGladdery (Health Sciences)
- Shauna Warner (Health Sciences)
- Larry Howe (Business Administration)
- Mary Burns (Business Administration)

A retirement celebration will be held. Details to be decided.

## **6.5. Learning Exchange Activity**

Robert Harding from the School of Social Work & Human Services shared his latest research findings about negative stereotypical representations of Aboriginal people by local mainstream media. Robert is also comparing his findings to media representations in South America.

## **7. INFORMATION ITEMS**

### **7.1. Lecture Series – School of Health Sciences, Nursing Department**

The 2<sup>nd</sup> Annual Health Sciences Lecture Series presents Dr. Angela Wolff, "Beyond Generational Differences: An Expanded Look at the Consequences of Diversity within Nursing Workgroups" on Tuesday, March 23 at 6pm in Abby B101. Refreshments will be served.

### **7.2. Lecture – Co-sponsored by School of Social Work and Human Services and Early Childhood Education/Child and Youth Care department**

Simon Fraser University's Dr. Krishna Pendakur will be presenting on the "Politics of Poverty" Thursday, March 25 at 4pm in Abby B121. Wine and cheese will be served.

## **8. ADJOURNMENT**

On a motion duly made and seconded, the meeting will be adjourned (Motion: Gerry Palmer; Seconded: Maple Melder Croizier).

The next meeting will be held on Friday, May 14<sup>th</sup>, 2010 at 10am in Abbotsford A421.